



**Information Privacy and Security Council (IPSC)**  
**Meeting Minutes**  
July 21, 2010

Kalanimoku Building 1151 Punchbowl Street Room 410 Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street First Floor Wailuku, HI 96793	Lihue State Office Bldg. 3060 Eiwa Street Basement Lihue, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720
---	---	---	---

MEMBERS / DESIGNEES PRESENT	
Member Name	Department
Saito, Russ K. – State Comptroller (Chair)	DAGS
Au, Paul	City and County of Honolulu
Decasa, Meliton Jr.	Dept. of Education
Ito, Jodi (Designee)	University of Hawai'i
Keane, David	Dept. of Human Resources Development
Mau-Shimizu, Patricia	House (Senate Appointee)
Norman, Nyree (Designee)	County of Kaua'i
Okita, Lori M (Designee)	Judiciary
Stathis, Christopher - DDC Support Services	Judiciary
Tseu, Andrew	Dept. of Health
Tsuchiya, Burt	County of Hawai'i
Verkerke, Jacob	County of Maui
Yong, Lim	Dept. of Human Services

OTHER ATTENDEES	
Name , Title	Department
Crosby, Todd – Acting IPSC Executive Director	DAGS/ICSD

**Call to Order – Welcome**

Russ Saito, Chair

The meeting was called to order at 13:04.

**Approval of previous meeting minutes**

Russ Saito

Motion to approve the minutes was made by member Keane and seconded by member Yong.  
The minutes were unanimously approved.

**Reports from IPSC Investigative Committees**

- Executive Summary collection and report**

Todd Crosby

Todd Crosby reported that no new report information has been submitted since the last meeting. Still missing are DOE and DLIR (member Keane to follow up), DOD and DBEDT (member Yong to follow up). Member Decasa noted that the charter schools are holding up submission by DOE – he will follow up again on this.

- Distribution and collection of Agency PII annual reports and Summary Report to Legislature**

Andrew Tseu

Andrew Tseu reported that no new report information has been submitted since the last meeting. He will follow up with the missing agencies and IPSC member representatives.

- **Collection of Agency Designees for Policy and Oversight for the Protection of PII**

Todd Crosby

Todd Crosby reported that no new designees have been submitted since the last meeting. Member Stathis will follow up on Judiciary. Member Tsuchiya will follow up for missing Hawai'i County designees and member Verkerke will follow up on missing Maui County designees.

- **Investigation Of Best Practices, Automated Tools, and Training**

Jodi Ito

Document has been publicly posted on the IPSC Web Site. Discussion took place for future enhancements to the document. Chair Saito noted that change proposals should be submitted to the Council for approval and then posted. Acting Exec. Director Crosby will prepare and e-mail for Chair to send out to agencies noting the newly posted content.

- **Breach Policy Guidelines & Personal Information Best Practices**

David Keane

Document has been publicly posted on the IPSC Web Site. Discussion took place for future enhancements to the document. Chair Saito noted that change proposals should be submitted to the Council for approval and then posted. Acting Exec. Director Crosby will prepare and e-mail for Chair to send out to agencies noting the newly posted content.

- **Social Security Number Protection**

Jodi Ito

Member Ito is working to develop milestones and working on getting total number of systems across the state. She reported that UH has 875 instances of PII systems because they are very decentralized. They started utilizing the UH ID number in 2002 and have been working to convert all their systems over since. They feel they have the majority of instances changed to UH ID. SSNs still need to exist for some documents due to federal and other regulations. The committee will try to come up with mitigation strategies on using the DHRD employee ID numbers for State employees. Chair Saito noted that the Council should recommend to both the State and Counties that a unique identifier be used and not SSN. Member Ito was also looking for case studies of successful migrations from SSN. IPSC Members should review their collected PII reports and report the numbers to Jodi before the next meeting.

- **Best Practices for Digital Photocopier / Multi-Function Devices**

Mel Decasa

An early draft was provided to the members for discussion by member Decasa. The draft will be further defined and distributed before the next meeting.

## **Announcements / New Business**

Council

There were no announcements or new business.

## Adjournment

Russ Saito

A motion to adjourn was made by Chair Saito, so moved by member Decasa and seconded by member Yong. With all in favor, the meeting was adjourned at 13:55.

Next meeting date is August 18, 2010 from 1:00 PM to 4:00 PM

9/23/10  
Date

Respectfully Submitted,

Russ K. Saito  
Russ K. Saito, Chairperson  
Information Privacy and Security Council